

# **3 FAH-1 H-2720 TRAINING FOR PROFESSIONAL DEVELOPMENT**

*(TL:POH-073; 09-25-2001)*

## **3 FAH-1 H-2721 EXTERNAL TRAINING PROGRAM**

### **3 FAH-1 H-2721.1 Application Procedures**

*(TL:POH-073; 09-25-2001)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. An employee applying for external training has to complete the long Form SF-182, "Request, Authorization, Agreement, and Certification of Training," *and an FSI Training Agreement.*

b. If the nongovernment training exceeds 80 hours, it is necessary to complete Section G, "Employee's Agreement to Continue in Service," which is found on the back of copy 1 of Form SF-182.

c. Material describing the external training program *and/or* course concerned must be attached to the application.

d. Applications must be approved by the employee's supervisor, and by the post or bureau training officer who also is responsible for reviewing the forms to assure they are complete and correct. Completed forms are then forwarded to the Office of the Registrar, FSI, for final review and approval.

e. The Office of the Registrar, FSI, reviews applications for compliance with the criteria set forth in 3 FAM 2727, confirms funding arrangements (whether from the FSI External Training Program budget or the employee's bureau) and, if the training is approved, *officially notifies* the employee.

f. Applications for external training should be forwarded to and received by the Office of the Registrar, FSI, at least four weeks prior to *the last* course registration date, unless otherwise stated in a training announcement.

g. *FSI is the entity authorized to make commitments for external training for Department personnel whether the funding derives from FSI's external training funds or bureau and/or post funds. Thus, if a bureau and/or post plans to pay for training by use of a U.S. Government credit card, approval of the training request must be properly submitted via Form SF-182, Request, Authorization, Agreement and Certification of Training, and must be received from FSI prior to any commitment of funding. Employees may not pay for training using their personal credit cards or a U.S. Government credit card issued to them for the purpose of travel.*

### **3 FAH-1 H-2721.2 Criteria for Approval of Application**

*(TL:POH-073; 09-25-2001)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. External training approved for funding must be either job-related or career-related. (Examples of career-related training are accounting for an accountant or political science for a political officer.) *Generally, training must be in the best interest of the U.S. Government to:*

*(1) Support Department objectives;*

*(2) Enable an employee to improve current job performance;*

*(3) Prepare an employee for a reasonably anticipated expansion or change of duties; or*

*(4) Improve individual skills, knowledge, or abilities necessary to enhance or broaden the qualifications of those employees most likely to be promoted or moved, in the interest of the Department, to jobs of higher responsibility.*

b. The following additional factors must be taken into consideration by the supervisor and the post or bureau training officer before granting initial approval to an application:

(1) The employee's *past performance, period of service* and potential for advancement;

(2) The employee's interest in and efforts to improve his and/or her own work; and

(3) *The benefits to the U. S. Government which would result from the training (e.g., the length of time the Department can expect to benefit from the training).*

c. External training will be approved only when the individual, *in their supervisor's assessment*, has worked for the Department long enough to demonstrate performance and potential and (where applicable) has sufficient time remaining under applicable time-in-class rules to ensure the Department a reasonable return on its investment.

d. External training will be approved only when a course of the same or similar content is not available at FSI. In those cases where there are questions regarding duplication, the training request will be sent to the appropriate FSI training unit for review.

e. External training will not be approved if the applying employee has failed to turn in training evaluations from prior courses funded by the Department of State.

f. When different locations are available for the training course requested, *normally* the training will only be approved for the location nearest the employee's post or office of assignment, *unless otherwise justified by the employee's bureau (which normally funds travel related costs).* For training where FSI funds travel costs, approval will only be for the location nearest the employee's post and/or office of assignment unless otherwise stated in the related course announcement.

### **3 FAH-1 H-2721.3 Funding of External Training**

*(TL:POH-40; 11-21-1971)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. Only one course per fiscal quarter will be funded through the External Training Program per employee. This limit does not apply to bureau-funded external training.

b. Training provided through the External Training Program will only be funded up to a designated limit established by the FSI, which operates the program. (For the current limit, contact the Office of the Registrar, FSI.) This limit does not apply to bureau-funded external training.

c. Tuition may not be “split” (e.g., if the cost of a course exceeds the External Training Program tuition cap, the employee or bureau is not allowed to pay the difference).

d. Any fees above and beyond tuition, such as student activity fees, registration fees, the cost of books, etc., are the responsibility of the employee.

e. Conferences and seminars will not be funded out of the External Training Program, but may be funded by the bureaus and/or posts. Applications for conferences and seminars are still processed through the External Training Program.

### **3 FAH-1 H-2721.4 Employee Responsibilities**

*(TL:POH-40; 11-21-1971)*

*(State Only)*

*(Civil Service and Foreign Service Employees)*

a. Employees are responsible for the following:

(1) Confirming course enrollment directly with the training provider;

(2) Immediately notifying the External Training Section, Office of the Registrar, FSI, if they cancel their enrollment or change the dates of training;

(3) Hand-carrying copies 3 and 4 of the approved Form SF-182 to the vendor when there is insufficient time before the start of the course for mailing the forms to the vendor;

(4) Providing copies 7 and 8 of the approved Form SF-182 to the employee’s bureau and/or post budget officer; and

(5) At the end of the training course, the employee is responsible for completing the “Course Evaluation” located on copy 9 of Form SF-182. The employee is also responsible for obtaining his or her supervisor’s signature, and returning the completed evaluation to the External Training Program Coordinator, Office of the Registrar, FSI, within five days after completing the course.

## **3 FAH-1 H-2722 FSN TRAINING PROGRAM - PROCEDURES**

### **3 FAH-1 H-2722.1 Application Procedures**

#### **3 FAH-1 H-2722.1-1 For Non-Self-Study Courses**

*(TL:POH-073; 09-25-2001)*  
*(Uniform State/USID/BBG/Commerce/Agriculture)*  
*(Applies to Foreign Service Nationals Only)*

*a. FSI normally announces FSN training courses and the deadline for acceptance of nominations by cable to the field. Posts then forward nominations to FSI per instructions in the solicitation cable. If a post is nominating more than one FSN for a particular course session, they must rank order the nominees. Posts should not make commitments to FSNs prior to receipt of their acceptance in the course by FSI.*

*b. The appropriate FSI program office reviews all applications received by the deadline date and, in consultation with the regional bureaus (as may be needed), make selections on the basis of regional priorities, fair distribution, date of receipt and/or other factors deemed appropriate. Posts and bureaus should ensure that FSN applicants understand that generally there are more nominations than there are class slots available.*

*c. After selections are made, all applicants and their posts will be notified of the decision.*

#### **3 FAH-1 H-2722.1-2 For Correspondence and Distance Learning Courses**

*(TL:POH-073; 09-25-2001)*  
*(Uniform State/USAID/BBG/Commerce/Agriculture)*  
*(Applies to Foreign Service Nationals Only)*

*a. Correspondence and distance learning courses are publicized through FSI's annual Schedule of Courses which can be accessed via its OpenNet web site; applications are accepted on an on-going basis. FSNs are also eligible to participate in FSI Internet and Intranet based programs (unless specifically precluded).*

b. *With U.S. Citizen supervisory clearance and/or approval, State FSN employees may sign up for FSI self-study courses by using Form DS-755, Request for Training, or by sending the Form DS-755 information via cable, FAX or e-mail.*

c. *FSNs employed by other U.S. Government agencies must apply for FSI courses using Form SF-182, including appropriate fiscal and billing information, and obtain supervisory approval and the approval of the Agency administrative official who is authorized to commit funds for this purpose.*

### **3 FAH H-2722.2 Selection for FSN Training**

*(TL:Poh-073; 09-25-2001)*

*(Uniform State/USAID/BBG/Commerce/Agriculture)*

*(Applies to Foreign Service Nationals Only)*

*Types of FSN training available are:*

(1) **Self-Study**– *An FSN employee enrolled in a FSI correspondence or distance learning course, will be notified via e-mail or cable providing instructions, log-on IDs and passwords as necessary. Hard copy materials, if required, will be sent to the individual via pouch;*

(2) **Regional Workshops**– *An FSN employee selected to participate in a regional workshop will be notified via e-mail or cable providing further instructions and information, reporting dates, etc; and*

(3) **Training in Washington DC**– *An FSN employee selected to participate in FSI training in Washington, DC will be notified via e-mail or cable providing further instructions and information, reporting dates, etc.*

### **3 FAH-1 H-2722.3 Pre-departure Preparations for Washington DC Programs**

#### **3 FAH-1 H-2722.3-1 Pre-departure Physical Examination**

*(TL:POH-073; 09-25-2001)*

*(Uniform State/USAID/BBG/Commerce/Agriculture)*

*(Applies to Foreign Service Nationals Only)*

a. *Posts should ensure that nominees for training do not suffer from chronic medical conditions likely to require treatment during training. A pre-departure*

*medical examination is strongly recommended. Information on health insurance will be provided in the nomination cable or E-mail.*

*b. The participant should obtain all required immunizations.*

### **3 FAH-1 H-2722.3-2 Other Pre-departure Preparations**

*(TL:POH-073; 09-25-2001)*

*(Uniform State/USAID/BBG/Commerce/Agriculture)*

*(Applies to Foreign Service Nationals Only)*

*a. The participant is responsible for obtaining any necessary visa(s), and must have a valid passport for at least six months. Passport and/or visa fees are reimbursable.*

*b. Post should provide FSI with the traveler's itinerary.*

*c. Post should make every effort to provide the traveler with 100% of the authorized travel advance. The travel advance is intended to cover expenses incurred during training and must be vouchered upon return to post. Training-related cultural expenses which are authorized in an employee's travel orders will also be vouchered upon return to post and certified by the post certifying officer.*

*d. If employees do not have automated payroll deposit, post should accept applications for allotments of the FSN's salary during their absence to their dependents or other agents in accordance with 4 FAH-3 H-556, or at his or her option, arrange to forward salary checks to him or her in Washington.*

*e. If participants are authorized to take annual leave while on travel status, FSI should be advised of the number of days authorized. Post must approve annual leave, FSI cannot.*

*f. Post should ensure that FSNs travelling to the United States and/or to other posts are covered by appropriate health insurance. Information regarding insurance companies is available from HR/OE.*

### **3 FAH-1 H-2722.3-3 Pre-departure Orientation**

*(TL:POH-073; 09-25-2001)*

*(Uniform State/USAID/BBG/Commerce/Agriculture)*

*(Applies to Foreign Service Nationals Only)*

*a. Post should provide appropriate orientation to prepare FSNs for their travel and training. This can include the following:*

(1) A copy of the applicable FAM/FAH sections on FSN training, travel orders, travels advance, cables or e-mails related to the course;

(2) Discussion of the goals and objectives of the training program. Participants must understand that they will be in a work status and will be expected to keep all appointments, and fulfill all assignments given. They should understand thoroughly any specific projects or consultations that the post wishes he or she to undertake during the training;

(3) Discussion of those aspects of U.S. life that should be understood in order to avoid difficulty or embarrassment, such as social amenities, climate and dress, etc. **The cost of living and the necessity for careful budgeting of per diem or actual subsistence funds must be stressed;**

(4) Suggest reading material that might help the participant prepare for the visit;

(5) A thorough briefing on U.S. currency; and

(6) A reminder to participants that accompanying family members and/or guests, are the sole responsibility of the trainee, and should not distract the trainee from full participation in the program. If the FSN employee plans to have someone travel with him or her, the post should notify the Department two weeks before arrival in Washington and obtain approval from the appropriate FSI program office sponsoring the training.

b. Post should Inform the participant that:

(1) They will not be met on arrival in Washington, DC;

(2) They should take a taxi or other public transportation directly to the hotel;

(3) They are entitled to the standard subsistence rate authorized for the duration of their training, except for time spent on leave, and the per diem authorized by the Foreign Service Travel Regulations (6 FAM 150) while traveling between the post and the United States. Post should thoroughly review travel regulations and voucher requirements with all participants;

(4) They may use the following mailing address while in the United States c/o:

The Foreign Service Institute; Office of the Registrar,  
M/FSI/EX/REG; Rm. F2210;  
4000 Arlington Boulevard, Arlington, VA 22204-1500;  
**Attn:** Student Mail.



(5) *They should bring or be prepared to purchase on arrival suitable clothing for the season; and*

(6) *They must complete and submit final travel vouchers within five days after their return to post.*

### **3 FAH-1 H-2723 THROUGH H-2729 UNASSIGNED**